

Brae High School – Parent Council Meeting Minutes

Date and Time of Meeting	Wednesday 22 nd January 6pm
Location	Brae Primary Department
Those Present	Sarah Johnson, Louise Wood, Pauline Moncrieff, Janis Nicolson, Julie Hay, Billy Forsyth, Logan Nicolson, Emma McDonald, Shona Carter, Hazel Ann Johnson, Lesley Johnson, Monique Hunter, Astrid Nicolson (Clerk)
Apologies From	Vivian Anderson, Paul Bendix, Janette Budge, Secondary Pupil council, Loren Manson

Agenda Items No.		Person Responsible
1	Welcome and Apologies noted as above <ul style="list-style-type: none"> • Louise welcomed everyone to the meeting • Apologies shared 	
2	Approval of Minutes <ul style="list-style-type: none"> • Proposed by Julie Hay, seconded by Janis Nicolson 	
3	Chairs Report on Actions/Matters Arising <ul style="list-style-type: none"> • Logan confirmed the list of food not allowed in the school for allergies had been put in the end of year newsletter. • Recycling opportunities for the school was still ongoing. Recycling bins had been distributed to local businesses but not at the schools yet. Emma McDonald was going to look into it. • Installation of suggestion boxes is ongoing, boxes have been ordered but not arrived yet. Office bearers offered to make laminated information sheets to be displayed alongside suggestion boxes. • Agreement that office bearers would help facilitate the Kid Council meetings. Billy to provide list of meeting dates. PC would like message to pupils to be that what they say is listened to and valued as well as their ideas being heard. It was agreed to think of a way of feeding back to the pupils after PC meetings to help them understand the process. 	EM PC PC/BF

	<ul style="list-style-type: none"> • Logan has spoken to the DLO regarding the safety of the school gates a few times but the person in charge has been on leave, PC to email Logan to try and progress the issue. • Lunch time activities for the winter term still ongoing. Drama starting next Wednesday as well as the Tinker table. Logan to discuss with Danny Peterson dates and times. • Easy Fundraising has been shared on the school Facebook page but Logan still needs to check if it is possible to put on the bottom of the school letters. • Project proposals for fundraising: PC to put out a letter to ask for ideas from the pupils, parents and teachers for fundraising. • Menu feedback still ongoing 	LN/PC LN LN PC
4	<p>Pupil Council Reports</p> <ul style="list-style-type: none"> • Kids Council <ul style="list-style-type: none"> ○ Indoor play being looked at ○ P1-2 would like to get to play on the bigger area, Billy going to look into the possibility as not really enough room for all 140 pupils in the area at one time. ○ Some pupils would also like to go down the lower area especially the P3 class, could look at small groups being able to do this. ○ It was asked could the school buy them Wellies for using in the Adventure area. Billy raised the concern of them getting wet from head to foot which would cause issues, it would need to be discussed further. ○ Upper area- setting up drawing club in P4-5 classroom, also draughts and chess set up but probably need to be adult lead for a while to learn some of the kids how to play. Collecting stuff for tinker table, which is taking apart tv's, sky boxes, Playstations things like that see how they work and then create something else with the parts. Looking into the health and safety side. ○ Table tennis was suggested but there is just not enough space to be able to accommodate it. • Secondary <ul style="list-style-type: none"> ○ The Secondary Pupil Council reps sent their apologies as they would not be attending due to prelims. 	BF
5	<p>School Report</p> <ul style="list-style-type: none"> • Logan ran through the report with the meeting (see attached) • The topic of the Primary school concert was raised, and it was proposed to think about how it could be done differently. PC to ask for parent's thoughts on this. 	PC
6	<p>Treasurers Report</p> <p>Sarah ran through the report as Vivian was not at the meeting.</p> <ul style="list-style-type: none"> • We have £569.55 in the bank with £436.85 for the open area so we have £132.69 left in the bank • SIC grant has been approved for PC running cost of £108 	

	<ul style="list-style-type: none"> Grant application from Northmavine Community Council has been approved for "Increasing social interaction in the Secondary Dept" and we have received the grant of £200. The Secondary Dept are deciding what they might like to spend it on. PC acted on the request from the Nursery Dept for waterproof trousers. SSMG Scottish Shellfish Marketing Group generously offered to purchase 25 pairs of trousers. These were purchased from LHD who kindly gave us a discount. The waterproofs have been delivered and the PC have asked the Nursery for a photo of the trousers in action to send a thank you to both companies. Easy fundraising for the school has made £100. 	
7	<p>School Lunches</p> <ul style="list-style-type: none"> It was decided to make this a regular item at the meetings The hot trolleys that were to be implemented in the secondary has not yet happened. Logan to speak to Neil Beattie about this. The food vending machines also haven't appeared yet, Logan to speak to Shona Thompson. The hot drinks vending machines the school are to provide themselves but Logan had done some research into this and they are quite expensive, PC and Logan to look into this in more detail to see if one can be sourced at a more reasonable price. There have been slight changes to the menu, yoghurts are still available but more puddings had been put back on. Julie Hay asked if we could invite Steve from the school canteen to the PC meetings then he could give us more information on issues/changes to the meals/menus. Everyone agreed that this would be a good idea. Emma asked about the wastage of unused food from the canteen. Currently the food is going in the bin, but they were still looking into composting as suggested by Neil Beattie at the last meeting. Sarah asked about the provision of food for the nursery when it changes to all year round. Logan said it was being looked into at the moment and they may possibly use existing staff for this. 	LN LN LN/PC PC/LN
8	<p>Winter term lunch time activities</p> <ul style="list-style-type: none"> Logan to speak to Danny Peterson about this to progress. 	LN
9	<p>Walk to school initiative</p> <ul style="list-style-type: none"> The issue of the car park was raised, people not using the one way system and parking in the pickup and drop off points. Logan to speak to the DLO to review the car park as really not adequate for the schools needs now. School to put out a reminder to staff and parent about parking and try to encourage walking when possible. 	LN
10	<p>Day Trip for all primary classes</p> <ul style="list-style-type: none"> Emma asked if there was a specific funding for trips? Logan and Billy said that there wasn't it was just funded from the school fund which was for everything. Louise and Sarah suggested that this was something the PC could fundraise for. 	

	<ul style="list-style-type: none"> It was discussed and agreed that it would be good for all primary classes to have the opportunity of a day trip. It was suggested that local businesses could possibly provide some opportunities. Logan was going to ask the teachers and see if there was specific ideas/topics for a day trips. Logan also suggested that we could get some fresh ideas for the annual school trips. 	LN/BF/PC
11	Provision of soap free/sensitive hand washing <ul style="list-style-type: none"> Several parents had raised concerns with the PC about the school soap causing irritation to their children's hands which was causing the children to not wash their hands at school. Logan was going to speak to Neil Beattie to see if it could be changed. 	LN
12	AOB <ul style="list-style-type: none"> Hazel asked about the possibility of more of the school getting waterproofs for use in the Adventure area, the issue of time for getting changed and the storage/cleaning of the suits was raised. It was suggested looking into the use of the polycrub could help with these issues. It was also suggested a possible rubber boot donation could be asked for. Adventure/New area needs to be finished off, need to get Days of Action dates in the diary. Billy to speak to Karen from RSPB Staff need to get their voices heard too. The suggestion boxes are to be for everyone not just pupils. Logan to ask staff if they would like to send a Staff rep to the PC meeting. Heading of Footballs- SFA have banned under 12's from doing heading practice so heading was going to be discouraged in the multicourt. Emails- Some of the secondary parents are not receiving emails. Logan to get the office to make sure the distribution lists are up to date. 	BF LN LN
13	Date and time of next meeting <ul style="list-style-type: none"> Wednesday 22nd April 2020 6pm Secondary Department 	

Action No.		Person Responsible	Update on Progress
	Emma McDonald to look into the recycling opportunities and get update to the PC	EM	
	PC office bearers to make info sheet to display next to suggestion boxes and raise awareness of the boxes on the PC update	PC Office Bearers	
	System to be implemented for Kids council's thoughts to be heard, PC Office bearers to help facilitate this	LN/BF/PC Office Bearers	
	Speak to DLO about the safety of the school gates. PC to email Logan to assist/progress the issue with the DLO	LN	
	Lunch Time activities Logan to discuss with Danny Peterson	LN	
	Billy to speak to Karen from RSPB	BF	
	Days of action dates to be decided to finish off the new/adventure area	LN/BF/PC	
	Logan to discuss with DLO regarding carpark issues and also put reminder out to staff and parents about car park usage	LN	
	Project Proposals for fundraising: school interface PC to put out an update to parents and ask for fundraising ideas	PC	
	Project Proposals for fundraising: new IT needed for the schools (tablets). Action plan to be made on how we can work together on this	LN with PC Office Bearers	
	Invite Steve Head Cook to next PC meeting	PC Office Bearers	
	Logan to speak to Neil Beattie about Hot trolleys and Shona Thompson about Vending machines.	LN	
	Logan and PC to look into hot drink vending machines	LN/PC	
	Logan to speak to Neil Beattie about hand soap options	LN	
	List of Primary council dates and times	BF	
	In PC update, ask parents for ideas on how the Primary concert could be done differently this year.	PC Office Bearers	

